MEMBERS' INFORMATION AND COMPUTER TECHNOLOGY (ICT) ALLOWANCE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: M-JSAUNDERS 800380

ICT ALLOWANCES FOR THE MONTH OF: JAN-MAR 2012

DATE OF PURCHASE	FULL DESCRIPTION OF ICT ITEM PURCHASED	AMOUNT CLAIMED £	AMOUNT CLAIMED p	RECEIPTS ATTACHED* YES	RECEIPTS ATTACHED* NO
10 JAN 12	Printer Ink Refills	42	99	✓	

Invoice date 10/01/12 | Supp ID 800380 | Gross amt £ 42.99

Inv No. ✓ | Due Date 04/05/12

Text (30 chars incl spaces): CLLR SAUNDERS – ICT

Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £
J26	E2		mJ30				42.99

Special instructions: Receipt must be scanned

Contact name: [redacted] | Ext No. 6319

TOTAL	42	99

PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

***FAILURE TO PROVIDE RECEIPTS MAY RESULT IN NON-PAYMENT OF THE CLAIM**

I declare that I have actually and necessarily incurred expenditure on ICT equipmen[redacted]f enabling me to perform approved duties as a Member of the Council and that I have actually made the payments shown

Signature of Member: [redacted] Date 9.4.12

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]	Date: 13/04/12			
Payroll:	Input by:	Batch No:	Checked by:	Date:	